

APHIS Web Steering Team Working Group Migration of Web Content

Road Map

Goals:

1. Create a series of draft policies, procedures, and processes to guide the development of web content for the Agency.
2. Ensure all Agency webmasters participate in the development of these documents.
3. Ensure all Agency webmasters agree on the content of these documents.
4. Present these documents to the APHIS Integrated Planning Team during their late July meeting.

Meeting Schedule:

Status	Date	Meeting Purpose
Done	3 June 2003	<ul style="list-style-type: none">• Introduction of migration project• Determine if there is interest and need to pursue this project.• Discuss timeframes for content migration.
Done	10 June 2003	<ul style="list-style-type: none">• Discuss current issues that may affect migration efforts.• Discuss if any supporting applications can be developed.• Discuss the need for upper-level management support for this project.• Discuss what types of processes are necessary to support this project.
Done	17 June 2003	<ul style="list-style-type: none">• Discuss the use of taxonomy and metadata within the Agency.• Determine if taxonomy would be an efficient infrastructure for navigation.
Planned	24 June 2003	<ul style="list-style-type: none">• Discuss the use of templates to support the migration of web content and creation of new web content.• Discuss who would develop and approve these templates at the Agency level. (LPA)• Discuss who would develop and approve these templates at the Program and Business Unit level.
Planned	1 July 2003	<ul style="list-style-type: none">• Discuss processes to migrate existing web content and gather taxonomy and metadata.

		<ul style="list-style-type: none"> • Determine most efficient way to migrate content that will have the least impact on the content developer. • Discuss the development of applications to support this effort.
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Planned	15 July 2003	<ul style="list-style-type: none"> • Review draft of policies, processes and procedures. • Review draft process for migration of content. • Review any application development done to support migration.
Planned	22 July 2003	<ul style="list-style-type: none"> • Final review of policies, processes, and procedures. • Final review of process for migration of content. • Review any application development done to support migration.
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Planned	5 August 2003	<ul style="list-style-type: none"> • Report of presentation of document at AIP meeting.

At this point, the group can determine if it wishes to continue meeting twice a month to monitor and provide feedback to the web content migration effort.